RULES and ORDERS

FOR THE

GOVERNMENT

OF THE

RADCLIFFE INFIRMARY,

AT OXFORD:

FOUNDED BY

Dr. RADCLIFFE's TRUSTEES;

AND

SUPPORTED BY VOLUNTARY SUBSCRIPTION.

OXFORD:

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M,DCC,LXXXVIII.

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Rules and Orders, &c.

1. THAT this Society ſhall conſiſt of a Preſident, Governors, Treaſurer, Aſſiſtant Treaſurer, Auditors, Phyſicians, Surgeons, with ſuch other Officers as ſhall hereafter be ſpecified, as likewiſe a proper Number of Servants; and that this Society act and be diſtinguiſhed by the Name or Title of *The Preſident and Governors of the Radcliffe Infirmary, for the Relief of the ſick and lame Poor, from whatever County recommended.* The Society and its Members.

2. THAT all Benefactors of Thirty Guineas and upwards, given at one Time, be Governors during Life; and that all Subſcribers of Three Guineas a Year and upwards, be Governors during Payment; and likewiſe the Phyſicians, and Surgeons of the Infirmary, during their Attendance, whether they are Subſcribers or not: And that the Head or other Officer for the Time being, of any Body Corporate, Society, Townſhip, or Pariſh, annually deputed, ſubſcribing Three Guineas, be alſo a Governor. The Qualification of a Governor.

General Court, Quarterly and Special.

3. THAT a General Court of Governors be held at four ſtated Times in the Year, namely, on the ſecond *Wedneſday* in *April*, the ſecond *Wedneſday* in *July*, the ſecond *Wedneſday* in *October*, and the ſecond *Wedneſday* in *January*, at Twelve o'Clock in the Forenoon of each Day, to take the Reports of the Committees, inſpect the Accounts, and tranſact ſuch other Buſineſs as ſhall be laid before them; or oftener, if Occaſion ſhall require, upon Notice thereof given by the ſaid Governors, or any Seven or more of them; or by their Order, by publiſhing the ſame in the *Oxford* and *Reading* News-Papers, and by affixing a like Notice in Writing upon the Gate, and in the Committee-Room of the ſaid Infirmary, Twenty Days at leaſt before every ſuch Meeting.

General Powers of the Governors.

4. THAT the ſaid Governors, aſſembled at any ſuch General Court, ſhall have full Power and Authority, in the Name of the Preſident and Governors of the ſaid Infirmary, to enter into ſuch Contracts, as they or any Nine or more of them ſhall think proper, and to do, manage, tranſact, and determine all ſuch Matters and Things, as ſhall to them, or any Nine

or more of them, at any ſuch General Court, appear to be neceſſary or proper for the carrying on the good Purpoſes of the Infirmary; and ſhall and may appoint ſuch weekly or other Meetings of the ſaid Governors, or any five or more of them, with ſuch Powers and Authority, as they ſhall think neceſſary.

Power to make Rules, Orders, or Regulations.

5. THAT the ſaid Governors in a General Court aſſembled, or any nine or more of them, have Power to make, ordain, and conſtitute, ſuch and ſo many Rules, Orders, or Regulations, as to them ſhall ſeem neceſſary, for the better governing, regulating, ordering, and managing thereof; and the ſame ſo made to put in Uſe, and at their Wills and Pleaſures to revoke or alter the ſame, or any of them.

Power to appoint Officers.

6. THAT the ſaid Governors, or any nine or more of them, at a General Court, ſhall have Power, from Time to Time, and at all Times, to appoint ſuch Officers, and other Perſons, as they ſhall think neceſſary to employ for the Purpoſes of the Infirmary, and to ſuſpend or remove ſuch Officers and other Perſons, and to appoint others in Caſe of Death, or of ſuch Removal or Suſpenſions; and

likewiſe to make ſuch Allowances to ſuch Officers and other Perſons for their Services, as to the ſaid Governors, at ſuch General Court, ſhall ſeem reaſonable.

Weekly Meetings.

7. THAT there be a Weekly Meeting of Governors, which ſhall conſiſt of five at leaſt; to meet every *Thurſday* at Twelve of the Clock, at the Infirmary.

8. THAT any five or more of the ſaid Governors, at any Weekly Meeting, being impowered by a General Court ſo to do, may ſuſpend or remove any ſuch Officers, or other Perſons, and may appoint others in Caſe of Death, or of ſuch Removal or Suſpenſion, until a General Court ſhall be held; and the ſaid Governors, or any nine or more of them, at a General Court, ſhall and may confirm ſuch Appointments, or may remove ſuch Officers or other Perſons, and appoint others in their Room, as they ſhall think fit.

9. THAT the Weekly Meeting regulate all Matters relating to the Admiſſion and Diſcharge of Patients, enquire into the Behaviour of Officers and Servants, examine and paſs Accounts, order Payments, prepare Matters

Matters for the General Court, and tranſact ſuch other Affairs, as ſhall be committed to them by the General Court.

10. THAT the Preſident at all Courts and Meetings take the Chair; but in his Abſence, the Members preſent chuſe their own Chairman; and that the Preſident or Chairman have a caſting Voice.

11. THAT at every General Court, the Proceedings of the laſt General Court, and at every Weekly Meeting, the Proceedings of the laſt Weekly Meeting, ſhall be read over; and that no Order of either ſuch Court, or ſuch Meeting, ſhall continue longer in Force, unleſs confirmed by ſuch ſubſequent Court, or Meeting.

12. THAT the Proceedings of every Court and Meeting be fairly regiſtered.

13. THAT at the General Court in *July*, a Treaſurer be annually choſen out of the Governors, who ſhall enter upon his Office at *Michaelmas* following, and ſhall give Bond in the Sum of Two Thouſand Pounds, to ſuch Perſons as the General Court ſhall appoint, for the due accounting for all ſuch Money as he ſhall receive for the Uſe of the Infirmary. Treaſurer.

14. THAT the Treaſurer pay all ſuch Bills as ſhall be ordered by the General Court, or Weekly Meeting, ſuch Order being firſt ſigned by the Chairman, and counter-ſigned by the Secretary.

15. THAT the Treaſurer ſhall give an Account to the Secretary, every Week, of thoſe Gentlemen who have paid their Subſcriptions, and that the Secretary ſhall enter the ſame in his Book.

16. THAT the two Keys of the Box which contains any Writings relative to the Infirmary be kept, one by the Treaſurer, the other by the Secretary.

Auditors.

17. THAT at the General Court in *July*, two Contributors be annually choſen, to inſpect and audit the Accounts of the Infirmary, and to report the State of the Accounts from Time to Time to the General Court; and that they enter upon their Office at *Michaelmas* following.

Officers and Servants.

18. THAT a Matron, Apothecary, and Secretary, be from Time to Time appointed as Officers; and that a Porter, Nurſes, *&c.* be appointed as Servants to attend the Infirmary.

19. THAT

19. THAT when any Vacancy ſhall happen in the Office of Phyſician, or Surgeon, or of Matron, Apothecary, or Secretary, the Weekly Board, ſeven Governors being preſent, ſhall ſummon a General Court to fill up the Vacancy, unleſs the ſtated General Court ſhall happen in Courſe, at a convenient Diſtance; and then twenty Days Notice ſhall be given of ſuch Election, in the Manner preſcribed for Special General Courts. Election of Officers.

20. THAT the Weekly Meeting have Power to remove Nurſes, and Servants, and to appoint others in their Stead, and (ſeven Members being preſent) to ſuſpend the Matron, Apothecary, or Secretary, for Miſbehaviour, and appoint others during their Suſpenſion.

21. THAT the two Chaplains viſit the Sick, read Prayers once on every Day, and preach a Sermon on *Sunday*, and adminiſter the Communion every firſt *Sunday* in the Month, and at the three great Feſtivals in the Year. Chaplains.

22. THAT two or more of the Contributors be appointed at every Weekly Meeting, to viſit the Houſe, together or by Turns, once every Day for the enſuing Week; each of House Viſitors.

which, in Caſe of Sickneſs, or neceſſary Avocation, may appoint another Contributor to be his Deputy.

23. THAT the Houſe Viſitors be Members of the Weekly Meeting.

Viſiting Apothecaries.

24. THAT ſuch Apothecaries of the City as are Subſcribers, be deſired by Monthly Rotation, to viſit the Diſpenſary whenever they pleaſe, and to ſee that the Houſe Apothecary does his Duty; and that they enter their Obſervations in a Book provided for that Purpoſe.

Yearly Meeting.

25. THAT the Day for the Anniverſary Meeting of all the Contributors be appointed at the General Meetting the *April* preceding. And that a Sermon be preached in the Morning, and an Oratorio performed in the Afternoon, for the Benefit of the Infirmary.

26. THAT at the Quarterly Meeting in *January*, the Preſident, or in his Abſence the Chairman, appoint the Preacher.

27. THAT a Report of the State of the Infirmary, and of the Number of Patients received and diſcharged within the Year, with an Abſtract of the Proceedings of the Governors, and of the Accounts of the Infirmary, be

be drawn up at the End of every Year, *viz.* at *Lady-Day*, by the Auditors of the preceding Year, and publiſhed for the Satisfaction of the Contributors.

28. THAT all Elections be by Ballot, and all Queſtions decided by a Majority of Votes preſent, which ſhall be taken by Ballot, if required, by three or more Governors. Elections to be by Ballot.

29. THAT in all Elections, where there are more than two Candidates, if a Majority of the whole Number preſent does not appear for any one Candidate upon the firſt Scrutiny, the Chairman ſhall proceed to a ſecond Election, leaving out the Candidate, who has the feweſt Votes, and ſo on till ſuch Majority be found.

30. THAT all annual Subſcriptions entered before the Opening of the Infirmary, be payable and deemed to commence on the Day of Opening; and that all ſubſequent Subſcriptions be deemed to commence at the *Michaelmas* preceding the Time of ſubſcribing.

31. THAT to all Perſons, whoſe Subſcription ſhall be three Months in Arrear, a Monitory Letter ſhall be ſent to prevent further Delay of Payment, Monitory Letter.

ment.—And that a Letter be ſent by the Secretary to every Subſcriber that ſhall be four Years in Arrear and upwards, to requeſt the Favour to know whether they would chuſe to have the Name continued.

Officers to ſerve gratis.

32. THAT no Treaſurer, Auditor, Phyſician, or Surgeon, ſhall receive any Reward, Salary, or Gratuity, from the Infirmary, for his Service.

Servants, &c. to receive no Gratuity.

33. THAT no Patients, or Perſons related to the Infirmary, do at any Time preſume, on Pain of Expulſion, to give or take of any Tradeſman, Patient, Servant, Stranger, or other Perſon, any Fee, Reward, or Gratuity of any Kind, directly or indirectly, for any Service done, or to be done, on Account of the Infirmary.

34. THAT all Perſons employed as Servants in the Houſe, be free from the Burthen of Children, and the Care of a Family.

Table of Rules.

35. THAT a Table of the Rules and Orders which relate to the Conduct of Patients and Servants, be hung up in each Ward, and publickly read over every *Saturday* Morning, by one to be appointed by the Matron.

Inventory to be kept.

36. THAT an Inventory be kept by the Secretary, and a Copy thereof by

by the Matron, of all the Houſehold Goods and Furniture of the Infirmary; and that once a Year, at ſome convenient Time, before the ſtated Court at *Michaelmas*, the Auditors do cauſe a freſh Inventory to be made, and compare it with that of the preceding Year, as well as with the Account of what had been purchaſed ſince; and that, as often as any Thing ſhall be miſſing, the Matron immediately declare it to the Viſitors of the Week.

Officers, &c. to account.

37. THAT all Officers and other Perſons employed in the Infirmary, ſhall, when required by the Governors, or any nine or more of them, make and render to the ſaid Governors, or any nine or more of them, a true, exact, and perfect Account in Writing, under their reſpective Hands, of all Monies, which he, ſhe, or they, and every of them reſpectively ſhall to that Time have received, paid, and diſburſed, by reaſon of their reſpective Offices.

Method of dealing with Tradeſmen.

38. THAT the Method of dealing with Tradeſmen, (unleſs when the Circumſtances of the Caſe require otherwiſe) be to publiſh, a Fortnight before the End of the Quarter, an Account

Account of the Proviſions, and Goods wanted, and Notice for ſuch Tradeſmen, as are willing to furniſh the ſame, to bring a Propoſal, ſealed up, to the Secretary, at a Day fixed.

39. THAT Tradeſmen bring in their Bills the Day preceding each Quarter Day.

Committee to buy Drugs.

40. THAT the Phyſicians and Surgeons of the Houſe, and Apothecaries, who are Subſcribers, be a Committee for buying Drugs, and that any Three (one of them being an Apothecary) have Power to act.

Liquors, &c. prohibited.

41. THAT the Appointment of the particular Diet of the Patients be referred to their reſpective Phyſicians, or Surgeons, and that no other Proviſions, or Liquors, be brought into the Houſe to the Patients, on any Pretence whatſoever.

Baths.

42. THAT if any Perſon, not a Patient of this Infirmary, go into the Cold Bath of the ſaid Infirmary, ſuch Perſon ſhall pay Three-pence every Time; if into the Warm Bath, Six-pence, unleſs the ſame be heated on Purpoſe; in which Caſe Two Shillings and Six-pence ſhall be paid. — Theſe Payments are to be made to the Matron for the Uſe of the Infirmary.

43. THAT

43. THAT Poors Boxes be ſet up in the great Inns and Coffee Houſes in this City and County, and at the Infirmary, to each of which there ſhall be two Locks; the Key of the one to be kept by the Treaſurer, and of the other as the Committee ſhall appoint; and the Money therein collected applied to the Uſe of the Infirmary. Poors Boxes.

44. THAT Ladies ſubſcribing as Governors, may vote upon all Occaſions by Proxy under their Hand and Seal. Ladies may vote by Proxy.

Admiſſion and Diſcharge of Patients.

45. THAT Patients be admitted and diſcharged every *Thurſday* by the Weekly Meeting, between the Hours of Twelve and Two. Time of Admiſſion.

46. THAT in Caſe a ſufficient Number of Governors cannot be got together, on the Days appointed for the Admiſſion of Patients, it may be lawful for the Phyſician and Surgeon of the Week, with the Conſent of as many Governors as ſhall happen to be preſent, to diſcharge ſuch Patients as deſire to be diſcharged; and alſo to receive into the ſaid Infirmary, ſuch Patients, as ſhall then

then offer themſelves, and as they ſhall approve of, who are to remain there until the next regular Weekly Meeting determine upon their Admiſſion or Rejection.

47. THAT all Patients who come recommended to the Infirmary, be there before Eleven of the Clock in the Morning on *Thurſdays*, or they cannot be admitted till the Week following.

Rules of Admiſſion.

48. THAT no Patients be admitted, who are able to ſubſiſt themſelves, and pay for Medicines.

49. THAT no Perſon be admitted a Patient, but by Recommendation of a Subſcriber, or Benefactor, unleſs in Caſes which admit of no Delay; in which Caſes the Apothecary and Matron may receive Patients, giving immediate Notice to the Phyſician or Surgeon of the Week.

50. THAT every Subſcriber, for each Guinea per Ann. ſubſcribed by him, ſhall have a Right to recommend one In-Patient, and one Out-Patient within every Year, provided that the In-Patients recommended by ſuch Subſcriber, do not exceed five in one Year: That no Benefactor of leſs than Thirty Guineas at one Time,

Time, ſhall recommend any Patient: That a Benefactor of Thirty Guineas given at one Time ſhall have the Privilege of a Subſcriber of Three Guineas per Ann. And a Benefactor of Fifty Guineas the Privilege of a Subſcriber of Five Guineas per Ann. And that no Subſcriber whatever ſhall have more than one In-Patient at a Time.

51. THAT the Phyſicians and Surgeons of the Infirmary, have the Privilege of recommending Patients as Subſcribers of Three Guineas.

52. THAT the Head, or other Officer, for the Time being, of any Body Corporate, Society, Townſhip, or Pariſh, annually deputed, ſubſcribing annually to the Infirmary, have the ſame Power of recommending Patients, with a Subſcriber of equal Valve.

53. THAT no Recommendation ſhall be taken from any Pariſh, unleſs they ſhall have ſubſcribed Three Months before the Time of ſuch Recommendation.

54. THAT no Subſcriber's Recommendation be accepted while his Subſcription is in Arrear.

55. THAT a Letter, ſigned by the Chairman,

Chairman, and counter-ſigned by the Secretary, be ſent to every Recommender, when the Patient he recommends is either poſtponed or rejected; and that the like Notice be given to the Recommender, when there are any particular Circumſtances, or Miſbehaviour, which render it neceſſary to diſcharge any of the Patients.

Patients at a Diſtance to ſend in their Caſes.

56. THAT Perſons, who recommend Patients from diſtant Places, may ſend their Caſes, drawn up by ſome Phyſician, Surgeon, or Apothecary (Poſt-paid) to which an Anſwer ſhall be returned, whether, and when they ſhall be admitted. But that the Board be ſtill at Liberty to reject ſuch Patients, if their Caſes ſhall appear to have been miſrepreſented.

Preference of Patients.

57. THAT when there ſhall be Want of Room in the Infirmary, for the Admiſſion of all duly recommended, and qualified to be In-Patients, in Caſes of equal Exigency, the Preference be given, Firſt, to thoſe who live at the greateſt Diſtance; Secondly, to thoſe recommended by ſuch Subſcribers and Benefactors, as have not recommended any In-Patients within the Year; and Thirdly, to thoſe recommended by the largeſt Contributors.

58. THAT

58. THAT Patients duly recommended, and qualified, who cannot be admitted for Want of Room, be entered into the Books as In-Patients, and received into the Houſe upon the firſt Vacancies.

59. THAT four Beds be reſerved, as a Proviſion for Accidents, that require immediate Relief. Caſes of Extremity.

60. THAT no Woman big with Child, no Child under Seven Years of Age (except where the greater Operations are to be performed) no Perſons diſordered in their Senſes, or ſubject to Epileptic Fits, ſuſpected to have the Small Pox, or other infectious Diſtemper, having habitual Ulcers, Cancers not admitting of Operation, Conſumptions, or Dropſies in their laſt Stages, in a dying Condition, or judged incurable, and none in the Venereal Diſtemper, be admitted as In-Patients; or if inadvertently admitted, be not ſuffered to continue. Excepted Caſes.

61. THAT no Soldier be admitted an In-Patient, until his Officer has engaged to pay his Subſiſtence Money to the Treaſurer of the Infirmary, during ſuch Time as he ſhall continue there; except Soldiers on Furlow, Soldiers to pay their Subſiſtence.

low, when there is no Officer at Hand to engage for them.

Patients receiving no Benefit to be diſcharged.

62. THAT all Perſons admitted into the Houſe, and in two Months receiving no Benefit, be diſcharged, unleſs the Phyſicians, or Surgeons, certify to the Weekly Meeting, that there is a Probability of their being cured, or receiving conſiderable Relief.

Patients to return Thanks.

63. THAT Patients be enjoined to deſire that publick Prayers may be offered for them during their Illneſs; and to return publick Thanks in their reſpective Places of Divine Worſhip upon their Recovery.

N. B. It is particularly deſired that all Subſcribers recommending Patients to this Infirmary, will take Care that they are ſent clean and free from Vermin, and that they bring with them at the Time of Admiſſion, proper Change of Linen, &c. *viz.* three Shirts, or Shifts, and other Neceſſaries for keeping them clean.——No Patient will be admitted unleſs they bring with them the above-mentioned Neceſſaries.

PHYSICIANS

PHYSICIANS and SURGEONS.

64. THAT the Phyſicians and Surgeons, one of each attend in their Turns, every *Thurſday*, at Eleven of the Clock, to examine thoſe who ſhall be recommended for Patients; to certify their Opinions of their Caſes to the Court, or Weekly Meeting; and to preſcribe for ſuch as ſhall be admitted.—But that the Clinical Profeſſor, on the Day of Admiſſion of Patients, be allowed to take under his own Care ſuch of them as he ſhall judge expedient for the Benefit of the Clinical Inſtitution.

65. THAT the Phyſicians and Surgeons meet at the Infirmary, every *Tueſday* and *Saturday*, at Eleven of the Clock, to viſit their In-Patients, and conſult upon difficult Caſes; and that upon every *Saturday* they do likewiſe preſcribe for their Out-Patients then on the Book, and minute down what Patients are proper to be diſcharged the *Thurſday* following.

66. THAT all Patients, during their Continuance, be under the Care of the Phyſician or Surgeon (and in mixed Caſes of both) whoſe Turn it was to attend, when they were admitted.

67. THAT each Phyſician and Surgeon viſit his reſpective In-Patients, at other Times, as often as he ſhall judge neceſſary, or ſhall have Notice of any ſudden Emergency from the Apothecary.

68. THAT

68. THAT each Phyſician and Surgeon, whoſe Buſineſs or Indiſpoſition ſhall oblige him to be abſent, engage ſome other Phyſician, or Surgeon, of the Infirmary, to attend for him.

69. THAT no Amputation, or other principal Operation, be performed in the Infirmary, without a previous Conſultation of all the Phyſicians and Surgeons belonging to it, except on ſome ſudden Accident, the Phyſicians and other Surgeons being then out of Town.

70. THAT the Number of preſcribing Phyſicians do not at any Time exceed Six; and that the Number of Surgeons do not exceed Four.

THE MATRON.

71. THAT the Matron's Salary be Fifteen Pounds a Year; and a Gratuity, not exceeding Ten Pounds, be given her, if ſhe behaves well.

72. THAT ſhe take Care of all the Houſehold Goods, and Furniture, and be ready to give an Account thereof when required.

73. THAT ſhe keep a daily Account of the Proviſions, and other Neceſſaries, that are bought into the Houſe, and lay it before the Weekly Meeting every *Thurſday*.

74. THAT ſhe take Care, that the Chambers, Beds, Clothes, Linen, and all other Things within the Infirmary be kept clean.

75. THAT

75. That ſhe keep a Diet Book, by which the Number of Patients on each Diet may be known.

76. That ſhe cauſe the Names of the Patients to be called over in each Ward every Morning and Evening, and enter in the Houſe-Viſitors Book the Names of thoſe who are abſent.

77. That ſhe take Care of the Keys of the Doors, and ſee that the Outer Gates be always locked at Eight in the Evening, from *Michaelmas* to *Lady-Day*, and at Nine in the Evening from *Lady-Day* to *Michaelmas*.

78. That ſhe ſee that the Nurſes, Servants, and Patients, do their Duty, and obſerve the Rules of the Houſe; and in Caſes of Miſbehaviour, or Neglect, acquaint the Weekly Meeting, or Houſe-Viſitors therewith.

HOUSE APOTHECARY.

79. That the Salary of the Houſe Apothecary be Fifty Pounds a Year, and a Gratuity, if he behaves well.

80. That he fix two Tickets on each Patient's Bed, one ſpecifying the Name of the Patient, together with that of the Phyſician, Surgeon, or both occaſionally, and the other the Diet, according to the Preſcription of the Phyſicians or Surgeons; and give a Liſt of the ſame to the Matron each preſcribing Day.

81. That

81. That he viſit the Wards every Morning, and be ready to report the State of the Patients to the Phyſicians and Surgeons.

82. That he diſpenſe no Medicines without the Direction of the Phyſicians and Surgeons, except in Caſes of Neceſſity, when they cannot be conſulted, and that he report to the Phyſician or Surgeon what he has done.

83. That he make a Report to the Weekly Meeting, of all Patients received into the Houſe in the foregoing Week, and deliver a Liſt at every Board of ſuch Patients as have been in the Houſe two Months.

84. That he do not preſume to practiſe as an Apothecary out of the Houſe, or attend any other Buſineſs than that of the Infirmary.

85. That no Drugs or Medicines be bought, without an Order from the Committee for providing Drugs; except in Caſe of Neceſſity, and then, not without an Order ſigned by one of the Phyſicians or Surgeons.

86. That no Drugs or Medicines be depoſited among the Stores, 'till they have been firſt inſpected by the Committee for buying Drugs.

87. That the Apothecary and Matron be not out at the ſame Time.

88. That he never be abſent from the Infirmary at the Time when the Phyſicians and Surgeons are to attend, nor at any other Time above two Hours together; and that he

he always give Notice to the Matron, and be within Call; and that he be at Home at Ten o'Clock, at fartheſt, in the Evening, and do not lie out of the Houſe without ſpecial Leave from the Board, or the Houſe Viſitors; that in ſuch Caſe, he appoint another Apothecary, who ſhall be approved by the Phyſicians, to officiate in his Place.

89. THAT he do not ſuffer any Apothecary or other Perſon, to inſpect the Phyſicians Books, or Pharmacopeia, without Leave of the Phyſicians.

90. THAT he enter in a Regiſter the Names of the Patients who ſhall be taken in, and of the Out-Patients; the Pariſh they belong to; their Age and Diſtemper; when admitted, when diſcharged, and in what State.

SECRETARY.

91. THAT the Salary of the Secretary be Twenty Pounds a Year; and if he is at any Expences on Account of the Infirmary, he ſhall be allowed to make a Bill of them, and lay it before a Quarterly Court.

92. THAT he attend at every Court and Meeting, to minute down and regiſter all Proceedings; and that he be always ready to produce the Books and Accounts of the Society fairly written.

93. THAT he give Notice in Writing every

Wedneſday to the Phyſician and Surgeon, whoſe Turn it is to take in Patients; to the Houſe Viſitors who are appointed for the following Week; and to the Viſiting Apothecary every Month before his Turn begins.

94. THAT he tranſmit the Minutes of every Quarterly Court to the Preſident; and that he ſhall be conſtantly reſident in the Infirmary.

SERVANTS.

95. THAT the annual Salary of the Nurſes be Six Pounds, with a Gratuity of Two Pounds *per* Year if they behave well, and alſo Diet, Waſhing, and Lodging.

96. THAT the Nurſes clean their reſpective Wards, by Seven in the Morning from the Firſt of *March* to the Firſt of *October*, and by Eight in the Morning from the Firſt of *October* to the Firſt of *March*.

97. THAT the Cook ſhall have Six Pounds *per* Year, with a Gratuity of Two Pounds if ſhe behaves well; and that ſhe be allowed an Aſſiſtant, at 4 l. 4 s. *per* Year.

98. THAT the Nurſes and Servants obey the Matron, as their Miſtreſs; that they behave with Tenderneſs to the Patients, and with Civility and Reſpect to Strangers.

99. THAT when the Phyſicians or Surgeons order Patients to be attended conſtantly, Night

as

as well as Day, by Nurſes, the Matron ſhall employ for that Service ſupernumerary Nurſes, who have been uſed to attend the Sick, and what ſhe pays them is to be allowed in her Accounts; and that theſe Supernumerary Nurſes ſhall promiſe to be obedient to the Rules of the Society.

100. THAT the Salary of the Porter be Ten Pounds *per Ann.* with a complete Livery once in two Years, and a Hat; and that he have likewiſe Diet, Waſhing, and Lodging. And that the Porter in future be, at the Time of his Election, not under Twenty-five Years of Age, nor more than Thirty-five.

101. THAT he carefully attend the Gate, and ſuffer no In-Patient to go out without Leave; and that he inform the Matron of every Stranger that comes into the Infirmary.

102. THAT he obey the Orders of the Phyſicians, Surgeons, and Apothecary; and do the labouring Work of the Houſe, Yard, or Garden, when ordered by the Matron; and that when he is to be abſent upon any ſuch Buſineſs, he give the Matron Notice, that another may be appointed to attend the Gate.

103. THAT if any Servant be diſmiſſed for ill Behaviour, ſuch Servant ſhall not be allowed a Month's Wages.

104. THAT the Servants Rules be hung up in each Ward.

PATIENTS.

105. THAT no In-Patients go out of the Infirmary without Leave from their reſpective Phyſician, or Surgeon, firſt ſignified to the Matron; that if any Patient ſo going out, ſhall return diſguiſed in Liquor, he be immediately diſcharged; and that no In-Patient lie out of the Houſe, on any Account whatever, on Pain of being diſcharged for Irregularity.

106. THAT no Men-Patients go into the Womens Ward, nor Women-Patients into the Mens, without Leave of the Matron.

107. THAT the Patients who are able, conſtantly attend Prayers; that they do not ſwear, or curſe, or give abuſive Language, or behave themſelves indecently in any other Way, on Pain of Expulſion, if they do not amend after the firſt Admonition.

108. THAT no Patient preſume to play at Cards, or Dice, or any other Game, or to ſmoak any where within Doors.

109. THAT ſuch Patients as are able, be employed in the Service of the Infirmary; that they aſſiſt in nurſing the Patients, waſhing and ironing the Linen, waſhing and cleaning the Wards, and in any other Buſineſs that the Matron ſhall require.

110. THAT ſuch In-Patients as are able, be allowed to go to their reſpective Places of Worſhip

Worſhip on *Sundays*, in the Forenoon and Afternoon: that they return to the Infirmary directly; and that no Perſon be admitted to viſit Patients on that Day, till after Evening Service, without ſpecial Leave of the Matron.

111. THAT the Out-Patients be aſſiſted with Advice and Medicines only, and be no other Way chargeable to the Infirmary.

102. THAT they attend exactly at Eleven of the Clock every *Saturday*; and if they abſent themſelves twice together, without a reaſonable Cauſe, to be allowed by their reſpective Phyſician, or Surgeon, that they be diſcharged for Irregularity.

113. THAT no freſh Medicines be given them, until they deliver their Phials or Gallipots, and ſuch Medicines as they have not taken.

114. THAT no Patient preſume to loiter about the Infirmary, the Streets or Places adjacent, or to beg any where in the City, on Pain of being diſcharged for Irregularity.

115. THAT no Perſon diſcharged for Irregularity, be admitted again a Patient of the Infirmary, on any Recommendation whatſoever, unleſs in ſome very extraordinary Caſe, to be unanimouſly approved of by the Weekly Meeting.

HOUSE VISITORS.

116. That the Houſe Viſitors enquire every Day, whether the foregoing Rules concerning Officers, Servants, and Patients, have been obſerved; particularly whether the Patients be duly attended; whether Prayers have been duly read; whether the Patients or Servants have been guilty of Swearing, Drunkenneſs, any Immorality or Indecency; whether the Proviſions be good; and whether any have been carried out or brought in to the Patients clandeſtinely; and that they enter what they think obſervable in a Book provided for that Purpoſe.—And that they have Power to diſcharge Patients who go out.

117. That the Matron, Apothecary, and Servants, be ready to attend the Viſitors in the Committee Room; that when the Viſitors enter the Wards, the Servants withdraw, and the Patients ſtand by their reſpective Beds.

118. That the ſeveral Sums ariſing from Subſcriptions for Life, from Legacies and Benefactions, (unleſs ſuch Legacies or Benefactions be otherwiſe appropriated by the reſpective Donors) be laid out in the publick Funds, or otherwiſe, at the Diſcretion of the Preſident and Governors.

Medical Students Inſtitution.

THE Phyſicians having been requeſted by ſome of the Students in Medicine to conſider of a Plan for their Admiſſion into the Infirmary, preſented certain Propoſals to the Governors, on the 11th of *January*, 1786, which, with a few Alterations, were approved, and ordered to be inſerted in the Books in the following Form, *viz.*

That any Gentleman who has entered his Name as a Medical Student, and has been recommended by his Tutor to the Vice-Chancellor for Admiſſion to the Infirmary, and ſhall have attended, or at leaſt given in his Name with the Intention of attending, one Courſe of CLINICAL LECTURES, ſhall have Leave to attend the Infirmary at any other Time of the Year, upon the following Conditions:

I. That he ſhall pay Three Guineas to the Houſe for his firſt Year's Attendance; and Two for the ſecond; and ſhall afterwards be permitted to attend without any farther Expence.

II. That he ſhall pay to the Apothecary One Guinea for a Copy of the Diſpenſatory of the Houſe.

And Thirdly, That he ſhall be allowed to viſit the Patients from Eleven in the Forenoon till the Time of the Patients' Dinner; but at no other Time, unleſs he be accompanied by one of the Phyſicians.

FORMS for the Recommendation of Patients, &c.

The Form of a Letter to recommend Patients.

To the Governors of the RADCLIFFE INFIRMARY, at *Oxford.*

Gentlemen, Day of 17

I Desire you will admit of the Pariſh of whom I believe to be poor, and a real Object of Charity, to be an Patient of the Infirmary, and you will oblige,

Your humble Servant,

P. S. I promiſe to remove upon Notice given.

Form of a General Deputation from a Contributor to another Perſon, in order to entitle him to recommend Patients; which Deputation muſt be left with the Secretary of the Infirmary.

To the Governors of the RADCLIFFE INFIRMARY, *Oxford.*

Gentlemen, Day of 17

I Hereby authorize *A. Z.* to recommend Patients for me, and in my Right, to the Radcliffe Infirmary; which Recommendation I deſire may be accepted as if it came immediately from myſelf. A. B.

Form of a Recommendation from one authorized to recommend Patients by Deputation.

Gentlemen, Day of 17

I Recommend to your Examination of the Pariſh of and as I am well ſatisfied he is a real Object of Charity, and deſtitute of Friends to procure Advice

Advice and Medicines, I desire he may be admitted an Patient of the Radcliffe Infirmary, if there are no Circumstances in h Case prohibited by the Rules of the Society. I send this for and in the Right of *A. B.* Esq; pursuant to the Authority by him given to, Gentlemen,

Your humble Servant, C. D.

Form of an Answer when the Infirmary is full.

ACcording to the Rules of this Infirmaay I beg Leave to acquaint you, That recommended by you for an In-Patient, could not be received in the House this Day for Want of Room; but is now entered regularly in our Books as an In-Patient, and will be admitted in the House, as soon as there is a proper Vacancy.

Secretary.

Form of an Answer when the Patient recommended is thought improper to be admitted.

Radcliffe Infirmary, at Oxford, Day of 17

SIR,

I AM to acquaint you, that *A. Z.* recommended by you for an Patient has been duly examined, and according to the Rules of our Infirmary appears to the Weekly Committee improper to be admitted.

I am, Sir, Your humble Servant,

By Order of the Committee, *Chairman.*

Secretary.

Form of a Letter to be sent to a Recommender, when the Patient is regularly discharged.

Radcliffe Infirmary, at Oxford, Day of 17

SIR,

I AM to acquaint you, that *A. Z.* who was admitted an In (or Out) Patient on your Recommendation, in Pursance of the Rules of this Infirmary, is this Day discharged,

ed, after having been in the Infirmary (or, if an Out Patient, on our Books) Months, and has received a Cure, or Relief, or is no better.

I am, Sir, Your humble Servant,

By Order of the Committee, *Chairman.*

Secretary.

N. B. At the Concluſion of this Letter is to be mentioned whatever may be the Circumſtances of his Diſcharge, whether he has received a complete Cure, or Relief; been two or three Months, or longer on the Books, and is no better; or be diſchared at his own Requeſt.

Form of a Notice to be ſent to the Recommender when a Patient is diſcharged for Irregularity or Non-Attendance

Radcliffe Infirmary, at Oxford, Day of 17

SIR,

THE Committee on Examination being fully aſſured of the irregular Behaviour (or wilful Non-Attendance, if an Out-Patient) of *A. Z.* recommended by you, have thought themſelves obliged this Day to diſcharge him (or her) and muſt remind you that it is contrary to the Rules of our Infirmary, ever to admit him (or her) to be a Patient again after ſuch an Offence, on any Recommendation whatſoever, unleſs in ſome very extraordinary Caſe, as a fractured Limb, &c. to be unanimouſly approved by the Committee.

I am, Sir, Your humble Servant,

By Order of the Committee, *Chairman.*

Secretary.

Form

Form of a Letter to the Houſe Viſitors.

Radcliffe Infirmary, at Oxford, Day of 17

SIR,

THE Committee have, in Purſuance of our Rules, nominated you one of the Houſe Viſitors for the enſuing Week, and Mr. your Aſſociate; and as the Oeconomy and Credit of the Infirmary ſo much depend on the daily Attendance of one of the Houſe Viſitors, and his very particular Enquiries (as ſpecified in the Rules) you are earneſtly deſired to diſcharge this important Office with great Exactneſs; and if abſolutely prevented by Buſineſs or Sickneſs, to appoint ſome other Contributor to act in your Stead.

I am, Sir, Your humble Servant,

By Order of the Committee, *Chairman.*

Secretary.

The Form of returning Thanks for a Cure, or for having obtained Relief.

A. Z. having lately received a Cure, or having received great Relief at the Radcliffe Infirmary, deſires to return humble and hearty Thanks to Almighty God for the ſame.

Form of leaving a Legacy to the Infirmary.

ALL ſuch as are diſpoſed to contribute by Will to the Support of the Infirmary, are deſired to do it exactly in the Manner following; as for Want of obſerving this Form the good Intent of the Teſtator may be defeated.

I GIVE and bequeath unto *A. B.* and *C. D.* the Sum of upon Truſt, that they pay the ſame to the Treaſurer of a Society, who call themſelves *The Preſident and Governors of the Radcliffe Infirmary, for the Relief*

Relief of the ſick and lame Poor, from whatever County recommended; which Sum I charge on my perſonal Eſtate, and deſire it may be applied to the charitable Uſes of the ſaid Infirmary.

Form of a Letter to be ſent to ſuch Subſcribers as are in Arrear.

SIR,

PURSUANT to the Rules of this Society, I am to acquaint you, that it appears by the Secretary's Books that your preſent Year's Subſcription of per Annum, payable has not yet been received; it is therefore the Requeſt of this Quarterly Court (as we hope for the Continuance of your Favour) that you will be pleaſed to pay it either to the Receiver General, or to the Secretary, and to excuſe this Application, as it is the conſtant Cuſtom of other Infirmaries.

I am, Sir, Your humble Servant,

Chairman of the Quarterly Court.

Secretary.

FINIS.